



November 27, 2012

Registration and Title Bulletin # 042-12 Policy and Procedure

TO: All County Tax Assessor-Collectors

SUBJECT: Bonded Title Administrative Fee and Identification Requirement

PURPOSE

To provide the following information regarding new bonded title requirements.

DETAILS

This Registration and Title Bulletin amends the bonded title procedures in RTB 013-11.

On August 9, 2012, the TxDMV Board adopted rules to allow for the collection of an administrative fee for Bonded Titles and defined acceptable proof of identification (ID) to obtain a bonded title letter.

We have updated the Tax Collector Hearing/Bonded Title Application, Form VTR-130-SOF, to reflect the changes made. In addition, we have also revised and reworded some questions for clarity.

Bonded title applications postmarked or submitted in person on or after November 1, 2012, must include the following:

1. A \$15 administrative fee.
2. Both pages of a completed Tax Collector Hearing/Bonded Title Application, Form VTR-130-SOF, and supporting documents. TxDMV Regional Service Center (RSC) staff must complete the information on page 2 under "FOR DEPARTMENT USE ONLY."
3. Acceptable proof of ID required to be submitted with a vehicle title application. TxDMV RSC staff must visually check the ID to verify owner information, but are not required to make a copy or retain the information.

Note: RSCs will maintain a list of acceptable IDs for each county tax office and will notify applicants if their county tax office does not accept the type of ID presented by the applicant.

4. The value for the vehicle will be multiplied by 1.5 to determine the bond amount. No paper calculator tape will be required since page 2 of the form has a space for this calculation in the "For Department Use Only" section.
5. Applicant signature on the certification attesting the vehicle value does not exceed the minimum \$4,000 amount of the bond on page 1, if applicable.

The revised Tax Collector Hearing/Bonded Title Application, Form VTR-130-SOF (Rev. 9/12) is attached for your reference.

COUNTY ACTION

County staff should provide customers with the new form and destroy all prior versions. In addition, staff should verify they received both pages of a completed Tax Collector Hearing/Bonded Title Application, Form VTR-130-SOF, and supporting documents.

Check ID requirements based on RTB 029-12 dated August 23, 2012.

CONTACT

If you have any questions, please contact your local TxDMV RSC.

Sincerely,

A handwritten signature in blue ink that reads "Randy Elliston". The signature is fluid and cursive, with the first name "Randy" and last name "Elliston" clearly distinguishable.

Randy Elliston, Director
Vehicle Titles and Registration Division

Attachment